

OPM 20-51-3 - Detailed Civilian Personnel

3 September 1968

OFFICE OF PERSONNEL MEMORANDUM NO. 20-51-3

SUBJECT : Detailed Civilian Personnel

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REFERENCE :

RESCISSION: OPM 20-51-2, Detailed Civilian Personnel, dated 26 July 1966

1. GENERAL

This memorandum prescribes the procedures for the administration of civilian personnel detailed to the Agency from other Federal establishments (Details In) and Agency civilian personnel who are formally detailed for extended service to other Federal organizations (Details Out).

2. RESPONSIBILITIES

- a. The Chief, Placement Division shall ensure that Operating Officials who will supervise the individual (Detail In) are made cognizant of their responsibility to meet all administrative requirements set forth in the agreement effecting the detail.
- b. The Chief, Transactions and Records Branch, Control Division, is responsible for coordinating liaison with other Federal organizations. He shall insure that coordination within the Agency is effected and that all official correspondence going outside the Agency concerning Details In or Out is prepared for the signature of the Director of Personnel. The Chief, Transactions and Records Branch will prepare Annual and Semi-Annual reports and maintain appropriate statistical records and files regarding civilian details, as well as a current listing of all Details In and Out.
- c. The Office of the Director of Personnel will monitor all details to and from the National Security Council and the White House.

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